

JOB DESCRIPTION
Grossmont Union High School District

BOILER OPERATOR MECHANIC

Purpose Statement:

The job of Boiler Operator Mechanic is done for the purpose/s of operating, maintaining and repairing steam and hot water boilers, pumps, gas fired kilns and steam cleaners; providing necessary information on the proper uses of the equipment; providing orientation to personnel in the operation of heating, and ensuring adequate materials are available to complete assignments in a timely manner. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

This job reports to Executive Director School construction & Building Services

Essential Functions

- Coordinates with corporation and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures in heating systems for the purpose of identifying repair and replacement needs necessary to maintain equipment and systems.
- Estimates time and material costs for the purpose of determining costs for specific jobs.
- Maintains boilers and machinery (e.g. electrical system, mechanical valves, plumbing, gas heaters, kilns, sewer pumps, pool heaters, etc.) for the purpose of ensuring equipment is in safe operating condition.
- Monitors boiler heating systems for the purpose of ensuring compliance with established safety regulations and/or operation within District and sites established parameters.
- Orders supplies, equipment and tools for the purpose of ensuring adequate materials are available to complete assignments in a timely manner.
- Performs journey level tasks in building trades (e.g. electrical, plumbing, building, etc.) for the purpose of assisting with the installation of gas fired forced air units.
- Performs skilled pipe and steam fitting duties for the purpose of maintaining District boiler heating systems.
- Repairs systems and components (e.g. pumps, seals, bearings, impellers, belts, motors, steam coils, valves, electronic devices, etc.) for the purpose of ensuring safe and efficient operation of machinery.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Tests water and chemical levels for the purpose of maintaining anticorrosion chemicals within closed loop systems for preventive maintenance purposes.
- Transports various items for the purpose of providing materials at job site as required to complete tasks.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; operating equipment used in pipe fitting and plumbing trades; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: boiler repair and maintenance; reading and interpreting electrical schematic drawings for control mechanisms; safety practices and procedures; and hazardous materials handling and disposal.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with persons of varied cultural and educational levels; adapting to changing work priorities; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Valid California Drivers License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit I 52